

STATE PROCUREMENT OFFICE

New SPO Price List No. 97-56
(Oahu, Hawaii, Maui, Kauai)

GAS CARD AND FUELING SERVICES July 1, 1997 to June 30, 1999 (IFB-97-214-OHMK)

<u>VENDOR CODE</u>	<u>VENDOR/ADDRESS</u>	<u>TELEPHONE</u>
236452-00	BHP Petroleum Americas Refining, Inc. P.O. Box 31000 Honolulu, Hawaii 96849	(808) 547-3129 (808) 547-3336 (fax) Contact Person: Lani Aragon
255442-00	Kauai Automated Fuel Service, Inc. P.O. Box 86 Lihue, Kauai, Hawaii 96766	(808) 245-3366 (808) 246-1054 (fax) Contact Person: Roger Cable

PROCEDURES FOR OBTAINING GAS CARDS

Agencies shall process requests for gas cards as soon as possible to ensure that purchases are in compliance with this price list by August 1, 1997.

Comptroller's Memorandum Nos. 1997-20 and 1997-21, pertaining to credit card expenditures and gasoline purchases, are included for your reference.

Agencies on the islands of Oahu, Hawaii, and Maui should refer to *Attachment 1*, instructions for obtaining a gas card from BHP Petroleum Americas Refining, Inc. Agencies on the island of Kauai should refer to *Attachment 2*, instructions for obtaining a gas card from Kauai Automated Fuel Service, Inc.

PURCHASES from this price list are for regular unleaded and premium unleaded gasoline needed by agencies during the price list period.

UNIT PRICES for gasoline include all costs for the product, including the Hawaii General Excise Tax (currently 4%), the State Fuel Tax, and the applicable County Fuel Tax. The State is exempt from paying the federal excise tax on gasoline, and such tax will not be billed to the agency.

Gasoline fuel prices are subject to increases and decreases during the contract period. Agencies will be notified by the vendor of all changes.

STATE'S COMMITMENT

Pursuant to Section 3-121-6 HAR, it is mandatory that all agencies of the Executive Branch purchase from price lists issued by the State Procurement Office. In addition, the Department of Education and the University of Hawaii have committed to purchase from this price list. However, if the quality level of the service provided is not suited to an agency's purpose, exception may be granted to such agency by the Chief Procurement Officer of the State Procurement Office.

To obtain an exception, agencies must submit SPO Form-5, *Request for Authorization to Purchase Outside of the State Procurement Office Price List*, justifying the exception.

GENERAL

The scope of this price list is to provide at-the-pump gasoline fueling services on the islands of Oahu, Hawaii, Maui, and Kauai. The price list provides a statewide motor vehicle fueling services network which is capable of controlling, dispensing, monitoring, accounting and invoicing various state agencies for two grades of gasoline fuel. The gasoline fueling services described herein are intended to consolidate and reduce the overall cost of gasoline being purchased at various locations and from various vendors on all islands. The State intends to continue purchasing fuel at isolated locations where it is not feasible or cost effective to utilize a fleet gasoline card.

LOCATION

Fuel dispensing locations are listed by island on the attached pages.

IMPLEMENTATION

The vendor shall provide the necessary application forms and procedures for State agencies to identify their state vehicles and employees authorized to purchase gasoline fuel under this contract. Vendor shall accept and process all requests from State agencies within ten (10) working days after receipt of the necessary information.

FUELING CARDS

The vendor shall provide the fueling cards and instructions necessary to facilitate and control the dispensing of gasoline fuel under this contract. The fueling cards shall remain the property of the vendor and no deposit or fees shall be imposed on the State for issuing or using the card system for purchasing gasoline. Vendor shall include the following minimum information on all fueling cards issued under this contract:

1. Company name and logo
2. Return mailing address of vendor
3. "State of Hawaii" with facsimile of state seal
4. "Authorized Gasoline Purchase Only"
5. Department or Agency name
6. Vehicle license or identification number

The above information shall be screened and/or embossed on the front or back of each card issued.

GASOLINE

Vendor shall provide a minimum of two grades of gasoline consisting of regular unleaded with a minimum 87 octane rating, and premium unleaded with a minimum of 91 octane rating at all specified locations. Gasoline octane ratings shall be in accordance with the standards in ASTM Volume 05.03, D48414-89, "Standard Specification for Automotive Spark-Ignition Engine Fuel."

SECURITY

Vendor shall provide a credit card or comparable system to control the dispensing of gasoline by authorized State employees for State vehicles only. Dispensing and charging is restricted to gasoline fuel only, and excludes other motor vehicle supplies or any other items.

ACCOUNTING

A printed hard copy receipt of each transaction shall be provided upon completion of fueling to the individual making the gasoline purchase. As a minimum, the receipt shall include the following information:

1. Card or account number
2. State vehicle license or identification number
3. Date of fueling (time optional)
4. Quantity and grade of fuel dispensed
5. Signature and/or identification number of individual making the purchase
6. Transaction or receipt number
7. Location of fueling station

Mileage data shall be at the option of the vendor's dispensing system and may be included if necessary for control purposes.

DISPENSING

All specified locations for fueling stations shall be open to State vehicles a minimum of 12 hours daily, between 6:00 AM and 6:00 PM every day of the year. Vendor shall provide self service or attendant assisted fuel dispensing for all authorized state vehicles.

REPORTS

As a minimum, monthly and annual summary reports shall be provided for each department or agency account, and shall include the following.

1. Department/Agency name and account number
2. State vehicle license or identification number
3. Date of fueling (time optional)
4. Quantity and grade of fuel dispensed
5. Name or identification number of individual making the purchase
6. Location of fueling station
7. Transaction reference/receipt number
8. Price and extended total cost of fuel
9. Vehicle mileage and Miles per gallon (optional)

Annual summary reports shall include the above items by month for the twelve (12) month fiscal year period from July 1 to June 30 of the preceding year.

INVOICING

Vendor shall forward an original and three copies of the invoice directly to the ordering agencies. The amounts of the state and county taxes, where applicable, may be added to the invoices as separate line items and shall not exceed the current rates.

PAYMENT

Section 103-10, Hawaii Revised Statutes, provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. For this reason, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, HRS, as amended.

The State will not recognize any requirement established by the vendor and communicated to the State after award of the contract, which requires payment within a shorter period or interest payment not in conformance with statute.

PRICE LIST AVAILABLE ON HAWAII FYI

Agencies with a computer and modem may retrieve a copy of this price list via the State's **Hawaii FYI** electronic gateway by dialing the following modem number:

Hawaii	974-6640
Kauai	274-3600
Maui	984-2000
Oahu	587-4800

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

This price list is also available on the **Internet at "<http://www.state.hi.us>"**, the State of Hawaii Internet Home Page address. Scroll to and click on *The Executive Branch, Departments and Agencies*, and under the Department of Accounting and General Services click on *SPO*.

INQUIRIES

Questions relating to this price list may be directed to Mr. Grant Turner of the State Procurement Office, telephone (808) 586-0565.

ROBERT J. GOVERNS, CPPB
Procurement Officer

GROUP I - ISLAND OF OAHU

VENDOR: BHP Petroleum Americas Refining, Inc.

GASOLINE TYPE	DESCRIPTION	BID PRICE
1. Regular Unleaded 87 Octane Gasoline	Total Price Per Gallon	\$ 1.1759
2. Premium Unleaded 91 Octane Gasoline	Total Price Per Gallon	\$ 1.3111

LOCATION	NAME AND ADDRESS OF STATION	
	All stations are Gas Express.	
Honolulu	940 Auahi St. Honolulu, HI 96814	707 Kapahulu Ave. Honolulu, HI 96816
	249 Keahole St. Honolulu, HI 96825	1549 S. King St. Honolulu, HI 96826
Kalihi-Moanalua-Salt Lake	1529 Dillingham Blvd. Honolulu, HI 96817	2260 Kamehameha Hwy. Honolulu, HI 96819
	1950 Kalihi St. Honolulu, HI 96819	4259 Lawehana Street Honolulu, HI 96818
Aiea-Pearl City	922 Kamehameha Hwy. Pearl City, HI 96782	98-1277 Kaahumanu St. Aiea, HI 96701
	99-187 Aiea Heights Dr. Aiea, HI 96701	
Waipahu-Ewa-Kapolei	94-120 Farrington Hwy. Waipahu, HI 96797	94-050 Farrington Hwy. Waipahu, HI 96797
	91-1669 Fort Weaver Road Ewa Beach, HI 96706	91-590 Farrington Hwy. Kapolei, HI 96707
Nanakuli-Waianae	87-2070 Farrington Hwy. Nanakuli, HI 96792	86-090 Farrington Hwy. Waianae, HI 96792
Central Oahu-North Shore	66-580 Kamehameha Hwy. Haleiwa, HI 96712	
Kailua-Kaneohe-Windward Oahu	1143 Kailua Rd. Kailua, HI 96734	54-304 Kamehameha Hwy. Hauula, HI 96717

GROUP II - ISLAND OF MAUI

VENDOR: BHP Petroleum Americas Refining, Inc.

GASOLINE TYPE	DESCRIPTION	BID PRICE
1. Regular Unleaded 87 Octane Gasoline	Total Price Per Gallon	\$ 1.1825
2. Premium Unleaded 91 Octane Gasoline	Total Price Per Gallon	\$ 1.3177

LOCATION	NAME AND ADDRESS OF STATION
	All stations are Gas Express.
Wailuku-Kahului	243 Puunene Ave. Kahului, HI 96732
Kihei	356 Hokulii Pl. Kihei, HI 96753
	1279 South Kihei Rd. Kihei, HI 96753

GROUP III - ISLAND OF HAWAII

VENDOR: BHP Petroleum Americas Refining, Inc.

GASOLINE TYPE	DESCRIPTION	BID PRICE
1. Regular Unleaded 87 Octane Gasoline	Total Price Per Gallon	\$ 1.1405
2. Premium Unleaded 91 Octane Gasoline	Total Price Per Gallon	\$ 1.2757

LOCATION	NAME AND ADDRESS OF STATION
	All stations are Gas Express.
Hilo	434 Kamehameha Ave. Hilo, HI 96720
	1672 Kamehameha Ave. Hilo, HI 96720
Kona	74-5590B Palani Rd. Kona, HI 96740
	Mamalahoa Hwy. & Halekii Kealahkekua, HI 96750
	73-4796 Kanalani St. Kailua-Kona, HI 96740

GROUP IV - ISLAND OF KAUAI

VENDOR: Kauai Automated Fuel Service, Inc.

GASOLINE TYPE	DESCRIPTION	BID PRICE
1. Regular Unleaded 87 Octane Gasoline	Base Price Per Gallon	\$ 1.3854
2. Premium Unleaded 91 Octane Gasoline	TotalPrice Per Gallon	\$ 1.5550

LOCATION	NAME AND ADDRESS OF STATION
Lihue	Lihue Industrial Park - Phase II 3011 Aukele Street Little Gas Shack - Nawiliwili 3486 Rice Street Puhi Industrial Park 1890 Hanalima Street
Westside	Westside Service - Kekaha 8306 Kekaha Road Port Allen - Hanapepe Waialo Road

ATTACHMENT 1
INSTRUCTIONS FOR OBTAINING A GAS CARD FROM
BHP PETROLEUM AMERICAS REFINING, INC.

ATTACHMENT 2
INSTRUCTIONS FOR OBTAINING A GAS CARD FROM
KAUAI AUTOMATED FUEL SERVICE, INC.